



STATE OF WASHINGTON
STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES
September 3, 2008 – 1:30 pm
Archives Conference Room, Olympia

Members Present: Steve Ryser (Chair), State Auditor's Office; Jerry Handfield, Secretary of State's Office; Marta DeLeon, Attorney General's Office

Staff Present: Russell Wood (State Records Manager); Michele Mallery; (Records Management)

Records Officers/Guests: Andrea Watts (University of Washington); Anita Wieland (Office of Financial Management); Tammy Lee (Department of Labor & Industries); Sherree Hempstead (Department of Revenue); Bruce Clark (Department of Licensing); Diane Doherty (Department of Labor & Industries); Brenda Galarza (Office of the Secretary of State); Barbara Benson (University of Washington); Rick Anderson (Department of Archaeology and Historical Preservation); Annie Strader (Department of Archaeology and Historical Preservation); Clyde Stephenson (Office of the Secretary of State); Pat Baxter (Department of Revenue)

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:33p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve August 6, 2008 Minutes: Ryser called for a motion to approve the August 6, 2008 minutes. Moved by Ryser; seconded by Handfield

Resolution: Motion to approve.

D. Adoption of September 3 2008 Agenda: Ryser called for a motion to approve today's agenda. Moved by DeLeon; seconded by Handfield.

Resolution: Motion carried to adopt today's agenda.

II. OLD BUSINESS

A. Tabled item from previous meetings:

1. Tabled Item from August 6, 2008 meeting

Department of Labor & Industries, Office 953 (Research & Data Services Administration – Bureau of Labor Statistics (BLS) Information

The State Archivist reviewed records relating to Census of Fatal Occupational Injuries (CFOI) Yearly Statistics and Census of Fatal Occupational Injuries (CFOI) files and designated the records series as archival.

Action: Motion to approve as amended with addition of archival status added: DeLeon; seconded by Handfield.

Resolution: Motion carried.

2. Tabled item from August 6, 2008 meeting

Department of Revenue, Office 500 (Compliance/Administration)

The Department of Revenue divisions are still working on making the necessary corrections. Request to table until resubmission of corrected schedule submitted

Action: Motion to table: Handfield; seconded by DeLeon.

Resolution: Motion carried.

2.a. Department of Revenue, Office 500 (Compliance/Administration)

The Department of Revenue divisions are still working on making the necessary corrections. Request to table until resubmission of corrected schedule submitted

Action: Motion to table: Handfield; seconded by DeLeon.

Resolution: Motion carried

2.b. Department of Revenue, Office 520 (Compliance/Field Units)

The Department of Revenue divisions are still working on making the necessary corrections. Request to table until resubmission of corrected schedule submitted

Action: Motion to table: Handfield; seconded by DeLeon.

Resolution: Motion carried.

3. University of Washington, Office 07/03 (OTT Tech: UW TechTransfer Invention Licensing)

Item 2 clarified cut-off and archival status. Item 5 corrected cut-off "Actual Termination Date of Contract/Agreement". Item 8 archival status determined.

Action: Motion to Approve: Handfield; seconded by DeLeon

Resolution: Motion carried.

4. Department of Licensing, Office 520 (Crime Victim Payment)

The description was clarified and resubmitted.

Action: Motion to approve: DeLeon; seconded by Handfield

Resolution: Motion carried.

III. NEW BUSINESS

A. Action Items for Committee Review/Approval

1. Utilities and Transportation Commission

Records Retention Schedule for Office 310 (Pipeline Safety Section), dated August 11, 2008

Action: Motion to approve: Handfield; seconded by DeLeon

Resolution: Motion carried.

2. Department of Archaeology and Historic Preservation

Records Retention Schedule for Office 100, dated August 14, 2008

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

3. Higher Education Coordinating Board

Records Retention Schedule for Office 420 (Academic Affairs), dated June 23, 2008

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

4. Department of Licensing

Records Retention Schedule for Office 622 (Business and Professions – Real Estate Appraiser Program), dated August 15, 2008

Action: Motion to approved: DeLeon; seconded by Handfield

Resolution: Motion carried.

5. Washington State Liquor Control Board

Records Retention Schedule for Office 410 (Purchasing), dated July 18, 2008

Action: Motion to approve: DeLeon; seconded by Handfield

Resolution: Motion carried.

6. Department of Health

Records Retention Schedule for Office 331 (Contracts), dated August 12, 2008

Action: Motion to approve: DeLeon; seconded by Handfield

Resolution: Motion carried.

7. Office of Financial Management

Records Retention Schedule for Office 2300 (Institutional Research) dated July 8, 2008.

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

8. Western Washington University

Records Retention Schedule for Office 739 (University Residences/Financial Systems/Conference Billing), dated August 14, 2008

Action: Motion to approve: DeLeon; seconded by Handfield

Resolution: Motion carried.

9. Office of the Secretary of State

Records Retention Schedule for Office 930 (Records Center), dated August 13, 2008

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

10. Department of Labor & Industries

Records Retention Schedule for Office 800 (All Region Service Locations – Customer Service Program), dated July 31, 2008.

Action: Motion to approve pages 1-3, motion to table page 4 for further clarification: Ryser; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 534 (Employer Services/Retrospective Rating), dated August 12, 2008

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 542 (HAS – Healthcare Policy & Payment Methods – Technical Operations), dated July 9, 2008

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

11. Washington State Supreme Court

Records Retention Schedule for Office 300 (Clerks' Office), dated August 1, 2008

Action: Motion to approve: Handfield; seconded by DeLeon.

Resolution: Motion carried.

12. University of Washington

Records Retention Schedule for Office 07/03/01 (OTT: UW TechTransfer Finance), dated July 14, 2008

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 09/09 (Equipment Inventory Office), dated August 8, 2008

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 11/05/01 (Development & Alumni Relations: Gift Processing

Action: Motion to table record series #2 "Fund Files" for further clarification. Record series #1, 3-7 will need to be on the new discontinued form: DeLeon; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 14/09 (ICA: Training Room), dated July 23, 2008

Action: Motion to approve page 2. Page 1 will need to have discontinues on new form: DeLeon; seconded by Handfield

Resolution: Motion carried.

Records Retention Schedule for Office 27/03/02 (Med: Family Medicine: Residency Program), dated August 8, 2008.

Action: Motion to approve page 1. Page 2 will need to have discontinues on new form: DeLeon; seconded by Handfield.

13. Department of Revenue

Records Retention Schedule for Office 250 (Appeals), dated July 29, 2008.

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 610 (Property Tax/County Performance & Admin. Program), dated July 16, 2008.

Action: Motion to approve: DeLeon; Seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 620 (Property Tax/Exempt Property), dated July 16, 2008.

Action: Motion to approve pending change of OFM to OPR on records series #1, 4 and 6: DeLeon; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 630 (Property Tax/Ratio Valuation), dated July 16, 2008.

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 640 (Property Tax/Utility Valuation), dated July 16, 2008.

Action: Motion to approve page 1, 2 and 4. State Records Manager to sign page 3 and 5: DeLeon; by Handfield.

Resolution: Motion carried.

Records Retention Schedule for Office 660 (Property Tax/Valuation Advisory), dated July 16, 2008.

Action: Motion to approve "Industrial Valuation Market Studies" records series: Handfield; seconded by DeLeon. Motion to approve "County Advisory Appraisals" records series pending correction in revision statement: DeLeon; seconded by Handfield.

Resolution: Motion carried.

14. State General Record Retention Schedules

State General Records Retention Schedule for GS 01. Change "Fastrack" to "Enterprise Reporting"

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

State General Records Retention Schedule for GS 01009. Change "Fastrack" to "Enterprise Reporting".

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

State General Records Retention Schedule for GS 01067. Change "Fastrack" to "Enterprise Reporting".

Action: Motion to approve: DeLeon; seconded by Handfield.
Resolution: Motion carried.

IV. OTHER BUSINESS

A. New Discontinued Schedule Form

1. Russell Wood, the State Records Manager, submitted a new form for discontinuing Unique DAN's. This form is for Discontinues only and there will be a consequential amendment to the existing unique DAN form.

Action: Motion to approve: DeLeon; seconded by Handfield.

Resolution: Motion carried.

B. Announcements from the State Archivist

1. The State Archivist attended the first meeting of the E- Recording Commission of the State of Washington, two weeks ago in Ellensburg. Their goal is for the recording of all documents by County Auditors to all be done electronically.
2. Training: There was a Local Government Training session in Ephrata, WA on August 26, 2008. There will be another training session in the Tri-Cities shortly hosted by the Association of Washington Cities.
3. October is Archives Month, with the theme as "At home in the Archives". Washington State Archives will be offering "The Basics of Archives" workshops across the state in October.
4. In July of 2009 the NAGARA (National Association of Government Archives and Records Administrators) conference will be held in Seattle. The State Archivist invited other Committee members to attend.

V. NEXT MEETING

When: October 1, 2008 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VI. ADJOURNMENT

Action: Motion to adjourn: DeLeon; seconded by Handfield

Resolution: Meeting adjourned 3:30 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on September 3, 2008, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.

Steve Ryser 10-1-08
Chair Signature Date